


GED Policy Manual

2005 Edition – Review & Update



GED Policy Manual

- Staffing of Testing Centers
(Section 2.5 & 2.6)
 - Staffing Requirements
 - Unexpected Events
 - Staff appointments

 - Emergency Plans – Checklist
(Section 3.9)
-



GED Policy Manual

- Ordering and Receipt of Testing Materials (Section 3 to Section 5)
 - Reordering during the year
 - Receipt of Materials – Procedures & Checklist (Form L-4)
 - Return of Materials – Procedures & Checklist (Form L-4)
 - Pre-Registration for Testing – Identity and Eligibility to Test Verification (Section 4)
-



GED Policy Manual

- Test Administration (Section 5 & 6)
 - Reading the Script
 - ★ Policy on Electronic and other Devices
 - Reporting Test Irregularities
 - Test Disruption (One Hour Rule)
 - Addendum Sites (Section 9)
 - Not at Job Corps (in Maine)
 - Addendum vs. Offsite Testing
 - Exceptions to Addendum Site Policy
-



GED Policy Manual

□ Forms (Section 12)

- L-10 Staff Appointments
 - L-20 Address Change
 - L-26 Addendum Site Storage Request
 - L-21 Monthly Inventory (Required)
 - L-22 Inventory Form (or equivalent Required)
 - L-80-1 & L-80-2 Surveillance Log (Required)
-



GED Policy Manual

□ Forms

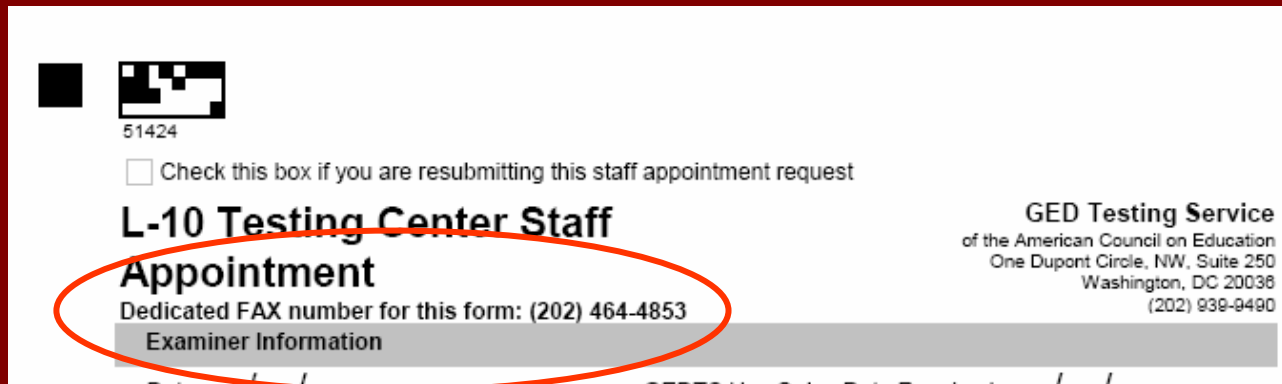
- L-40 Test Irregularity
- L-6 Authorization for Disclosure of Information
 - Corrected Version
 - <http://www.state.me.us/education/aded/ged/transcript.htm>

□ Accommodations Forms – Covered during Afternoon Session

GED Policy Manual

□ Procedures for Submitting Forms

■ Electronic Submission



51424

☐ Check this box if you are resubmitting this staff appointment request

L-10 Testing Center Staff Appointment

Dedicated FAX number for this form: (202) 464-4853

Examiner Information

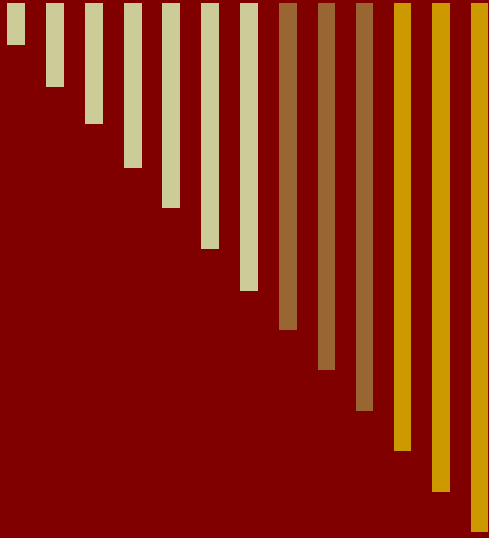
GED Testing Service
of the American Council on Education
One Dupont Circle, NW, Suite 250
Washington, DC 20036
(202) 939-9490

GED Policy Manual

□ Who Submits?

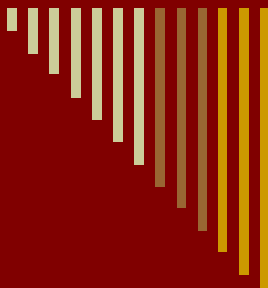
The image shows a portion of a GED form. At the top right, there are date fields labeled 'mm', 'dd', and 'yyyy'. Below these, the 'Name of Trainer:' label is followed by a text input field containing 'GED Administrator'. This field is circled in red. To the right of the 'Name of Trainer:' label is a 'Title:' label followed by another text input field. Below the 'Name of Trainer:' field, there is a greyed-out text area that reads: 'This appointment has been approved and he/she has signed the Test Security Memo. The original is held on file in my office.' At the bottom of the form, there are two horizontal lines for signatures. The left line is labeled 'Signature of GED Administrator' and the right line is labeled 'Jurisdiction'.

- Testing Center Submits forms to State Office
 - May Fax, Email (as attachment), or Mail
- State Office Submits forms to GEDTS



Score Reports

Beyond the Basics



Test Exceptions

[Hide this section](#)

! - **Age Error** - Examinee did not meet the jurisdiction's minimum age for testing.

& - **Collaboration Error** - Examinee employed methodologies outside established GEDTS and or Jurisdictional policy.

0% - **Inactive Test Error** - Examinee tested on a form that was not active for the examinee at the time of the test event.

***** - **Inadequate Essay Score** - Examinee scored less than a 2 on the Language Arts, Writing (Test #1) essay.

- **Off-Topic Error** - Examinee's Language Arts, Writing (Test #1) essay was off topic.

@ - **Retest Error** - Examinee did not observe jurisdictional policy regarding retests.

\$ - **Expired Error** - Examinee tested on a form that was not authorized for the jurisdiction's contract year.

+ - **Form Repeat Error** - Examinee repeated a form when an unused form was authorized for the contract year,
or the test forms were not rotated properly.

= - **Maximum Retest Error** - Examinee retested more than the maximum times allowed.

Close this browser window to return to the previous page.

Examinee Batch Scores Listing

Reported on Friday, October 07, 2005 @ 6:35 AM (CST) (-05 GMT)

OSS Batch Number: 213336

Current Status is **Scored**

Received Test Batch on 10/6/2005 from 3000220110 00 [more]

Last Processed on 10/6/2005

[Show Complete Test History](#)

For details on an examinee, click on the examinee's name.

Please refer to the **Test Exceptions** section below for a description of applicable test exceptions.

DEVEAU D **4060)** **ID#: 11U-----** **DOB: 3/05/1967**

Not Passed

138 SOUTHSTREET

Total Standard Score 2330

Test Name	Test Date	Essay Topic	Form	Format Code	Standard Score	Percentile Rank	Exceptions
Social Studies	10/04/2005		IA	EP	440	27	
Language Arts, Reading	10/04/2005		IA	EP	460	34	

Candidate did not Pass.

Close this browser window to return to the previous page.

Examinee Batch Scores Listing

Reported on Friday, October 07, 2005 @ 6:37 AM (CST) (-05 GMT)

OSS Batch Number: 213339

Received Test Batch on 10/6/2005 from 3000220163 00 [\[more\]](#)

Current Status is **Scored**

Last Processed on 10/6/2005

Show Complete Test History ☐

For details on an examinee, click on the examinee's name.

Please refer to the [Test Exceptions](#) section below for a description of applicable test exceptions.

HAYES, A (1776668) ID#: 5390 DOB: 11/29/1986
1435

Credentialed, Not Printed
Total Standard Score 2560

Test Name	Test Date	Essay Topic	Form	Format Code	Standard Score	Percentile Rank	Exceptions
Mathematics	10/04/2005		IA	EP	470	38	

Candidate Passed, but Diploma has not been issued

Close this browser window to return to the previous page.

Examinee Batch Scores Listing

Reported on Friday, October 07, 2005 @ 6:38 AM (CST) (-05 GMT)

OSS Batch Number: 213341

Received Test Batch on 10/6/2005 from 3000220205 00 [\[more\]](#)

Current Status is **Scored**

Last Processed on 10/6/2005

Show Complete Test History ☐

For details on an examinee, click on the examinee's name.

Please refer to the [Test Exceptions](#) section below for a description of applicable test exceptions.

IRISTOPHER (1865775)

ID#:

198

DOB:

, ME 04901

Incomplete

Total Standard Score 0

Test Name	Test Date	Essay Topic	Form	Format Code	Standard Score	Percentile Rank	Exceptions
Science	10/05/2005		IB	EP	490	46	

Candidate has taken all 5 tests, why does it still show as Incomplete?

Examinee Batch Scores Listing

Reported on Friday, September 23, 2005 @ 6:53 AM (CST) (-05 GMT)

OSS Batch Number: **213147**

Current Status is **Scored**

Received Test Batch on 9/19/2005 from 3000220011 00 [\[more\]](#)

Last Processed on 9/19/2005

Show Complete Test History ☐

For details on an examinee, click on the examinee's name.

Please refer to the [Test Exceptions](#) section below for a description of applicable test exceptions.

CURTIS,

ID#: 004005592 DOB: 7/29/1988

Credentialed, Not Printed

BANGOR, ME 04401

Total Standard Score 2300

Test Name	Test Date	Essay Topic	Form	Format Code	Standard Score	Percentile Rank	Exceptions
	09/14/2005		IA	EP	490	46	

HUDSON,

(882)

ID#: 005008840

DOB: 2/20/1987

Credentialed, Printed

I, ME 04401

Total Standard Score 2300

Test Name	Test Date	Essay Topic	Form	Format Code	Standard Score	Percentile Rank	Exceptions
Language Arts, Reading	09/14/2005		IA	EP	520	58	

Examinee Batch Scores Listing

Reported on Friday, September 23, 2005 @ 6:53 AM (CST) (-05 GMT)

OSS Batch Number: 213147

Current Status is **Scored**

Received Test Batch on 9/19/2005 from 3000220011 00 [\[more\]](#)

Last Processed on 9/19/2005

Show Complete Test History ☐

For details on an examinee, click on the examinee's name.

Please refer to the [Test Exceptions](#) section below for a description of applicable test exceptions.

ID#: 004005592 DOB: 7/29/1988

Credentialed, Not Printed

Total Standard Score 2300

Test Name	Test Date	Essay Topic	Form	Format Code	Standard Score	Percentile Rank	Exceptions
Social Studies	09/14/2005		IA	EP	490	46	

ID#: 005008840 DOB: 2/20/1987

Credentialed, Printed

04401

Total Standard Score 2300

Test Name	Test Date	Essay Topic	Form	Format Code	Standard Score	Percentile Rank	Exceptions
Language Arts, Reading	09/14/2005		IA	EP	520	58	

So when will I get the Diploma & Transcript?

Calendar

September 2005

Monday	Tuesday	Wednesday	Thursday	Friday	Sat/Sun
August 29	30	31	September 1	2	3
					4
5	6	7	8 	9	10
					11
12	13	14	15 	16	17
					18
19	20	21	22 	23 	24
					25
26	27	28	29	30 	October 1
					2

Credential Files Received on 8th, 15th, 22nd,
last day of month.

Examinee Batch Scores Listing

Reported on Friday, September 23, 2005 @ 6:53 AM (CST) (-05 GMT)

OSS Batch Number: 213147

Current Status is **Scored**

Received Test Batch on 9/19/2005 from 3000220011 00 [\[more\]](#)

Last Processed on 9/19/2005

Show Complete Test History ☐

For details on an examinee, click on the examinee's name.

Please refer to the [Test Exceptions](#) section below for a description of applicable test exceptions.

ID#: 004005592 DOB: 7/29/1988

Credentialed, Not Printed

Total Standard Score 2300

Test Name	Test Date	Essay Topic	Form	Format Code	Standard Score	Percentile Rank	Exceptions
Social Studies	09/14/2005		IA	EP	490	46	

ID#: 005008840 DOB: 2/20/1987

Credentialed, Printed

Total Standard Score 2300

Test Name	Test Date	Essay Topic	Form	Format Code	Standard Score	Percentile Rank	Exceptions
Language Arts, Reading	09/14/2005		IA	EP	520	58	

So what happened to this one?

Calendar

September 2005

Monday	Tuesday	Wednesday	Thursday	Friday	Sat/Sun
August 29	30	31	September 1	2	3
					4
5	6	7	8 	9	10
					11
12	13	14	15 	16	17
					18
19	20	21	22 	23 	24
					25
26	27	28	29	30 	October 1
					2

Credential Files Received on 8th, 15th, 22nd,
last day of month.

Close this browser window to return to the previous page.

Examinee Batch Scores Listing

Reported on Tuesday, October 11, 2005 @ 6:45 AM (CST) (-05 GMT)

OSS Batch Number: 105368

Current Status is **Scored**

Received Test Batch on 10/4/2005 from 3000220256 00 [\[more\]](#)

Last Processed on 10/10/2005

Show Complete Test History ☐

For details on an examinee, click on the examinee's name.

Please refer to the [Test Exceptions](#) section below for a description of applicable test exceptions.

ID#:

DOB: 1/01/1900

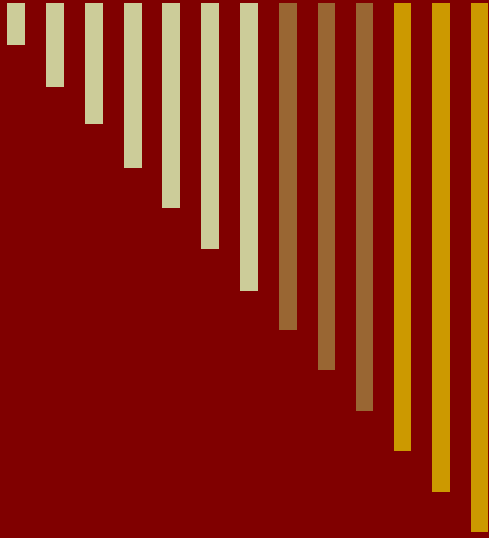
Passed

NH03216

Total Standard Score 2980

Test Name	Test Date	Essay Topic	Form	Format Code	Standard Score	Percentile Rank	Exceptions
Language Arts, Writing	09/28/2005	Q	IA	EP	560	73	

So what is with this one?



What is Wrong with
this Picture?

**Seeing what is right in front of your
eyes**

Examinee Batch Scores Listing

Reported on Friday, September 23, 2005 @ 6:53 AM (CST) (-05 GMT)

OSS Batch Number: 213147

Current Status is **Scored**

Received Test Batch on 9/19/2005 from 3000220011 00 [\[more\]](#)

Last Processed on 9/19/2005

Show Complete Test History ☐

For details on an examinee, click on the examinee's name.

Please refer to the [Test Exceptions](#) section below for a description of applicable test exceptions.

CURTIS, LORRAINE(18795469)

ID#: 004005592 DOB

Credentialed, Not Printed

04401

Total Standard Score 2300

Test Name	Test Date	Essay Topic	Form	Format Code	Standard Score	Percentile Rank	Exceptions
Social Studies	09/14/2005		IA	EP	490	46	

S

ID#: 005008840

DOB: 2/20/1987

Credentialed, Printed

Total Standard Score 2300

Test Name	Test Date	Essay Topic	Form	Format Code	Standard Score	Percentile Rank	Exceptions
Language Arts, Reading	09/14/2005		IA	EP	520	58	

Blank s_p_a_c_e_s between the letters in the name

Oklahoma Scoring Service, Inc.
GED Change Request Form

1. Identify the Record to be Changed by Oklahoma Scoring

All items must be completed

Last Name: Curtis
First Name: Lorraine
Middle Initial:
Date of Birth: 07/29/1988 SSN:
Date Tested: 09/14/2005
Testing Center Number: 3000220011 (Full 10 digit number)

2. Corrected Information to be Recorded by Oklahoma Scoring

Complete only those items that are to be changed

Last Name: Curtis
First Name: Lorraine
Middle Initial:
Date of Birth: SSN:
Date Tested:
Street Address:
City, State and Zip Code ,
Other Changes: (Be Specific, e.g., change test 1 form to AW, Change format to SP)

Need to remove the blank spaces between the letters in the examinees name

3. Identify the Record to be Combined by Oklahoma Scoring

Only complete if scores are to be combined, and if so, all items must be completed

Examinee Batch Scores Listing

Reported on Friday, September 23, 2005 @ 6:53 AM (CST) (-05 GMT)

OSS Batch Number: 213147

Current Status is **Scored**

Received Test Batch on 9/19/2005 from 3000220011 00 [\[more\]](#)

Last Processed on 9/19/2005

Show Complete Test History ☐

For details on an examinee, click on the examinee's name.

Please refer to the [Test Exceptions](#) section below for a description of applicable test exceptions.

ID#: 004005592 DOB:

Credentialed, Not Printed

Total Standard Score 2300

Test Name	Test Date	Essay Topic	Form	Format Code	Standard Score	Percentile Rank	Exceptions
Social Studies	09/14/2005		IA	EP	490	46	

HUDSON, RALP* (17621882)

ID#: 005008840

DOB:

Credentialed, Printed

Total Standard Score 2300

5 UN BANGOR M, ME 04401

Test Name	Test Date	Essay Topic	Form	Format Code	Standard Score	Percentile Rank	Exceptions
Language Arts, Reading	09/14/2005		IA	EP	520	58	

Last letter in Ralph missing – Scanning issue signified by *

Examinee Batch Scores Listing

Reported on Friday, October 14, 2005 @ 7:04 AM (CST) (-05 GMT)

OSS Batch Number: 213375

Current Status is **Scored**

Received Test Batch on 10/13/2005 from 3000220640 00 [\[more\]](#)

Last Processed on 10/13/2005

Show Complete Test History ☐

For details on an examinee, click on the examinee's name.

Please refer to the [Test Exceptions](#) section below for a description of applicable test exceptions.

ID#:

DOB: 1/14/1981

Incomplete

Total Standard Score 0

Test Name	Test Date	Essay Topic	Form	Format Code	Standard Score	Percentile Rank	Exceptions
Social Studies	09/13/2005		IC	EP	520	58	
Language Arts, Reading	09/13/2005		IC	EP	0		

She never took the Reading Test.
Why is it listed?

Close this browser window to return to the previous page.

Examinee Batch Scores Listing

Reported on Tuesday, October 18, 2005 @ 9:05 AM (CST) (-05 GMT)

OSS Batch Number: **105391**

Current Status is **Scored**

Received Test Batch on 10/13/2005 from 3000220347 00 [\[more\]](#)

Last Processed on 10/17/2005

Show Complete Test History ☐

For details on an examinee, click on the examinee's name.

Please refer to the [Test Exceptions](#) section below for a description of applicable test exceptions.

BEL SKIS, J

Y (1766095)

ID#:

DOB:

Credentialed, Not Printed

Total Standard Score 2440

Test Name	Test Date	Essay Topic	Form	Format Code	Standard Score	Percentile Rank	Exceptions
Language Arts, Writing	10/11/2005	S	IA	EP	460	34	

GED TEST SCORING SERVICE EXAMINEE LIST

★Center ID:

★Center Name:

***Center Address:**

Center Address 2:

City State Zip:

★ Test Date:

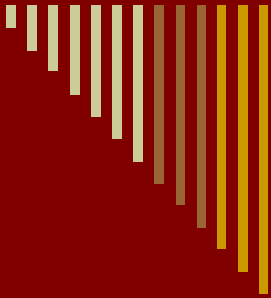
★ Telephone:

*E-mail:

***Chief Examiner:**

Examiner Signature: _____

[illegible]



http://www.state.me.us/education/aded/ged_docs/docs/ged_2002a.htm

[Batch Control Form Directions](#)

Forms for Downloading and Printing

[GED Test Scoring Service Examinee List](#)

[GED Change Request Form](#) (Use this form to request corrections to an examinee's record.)

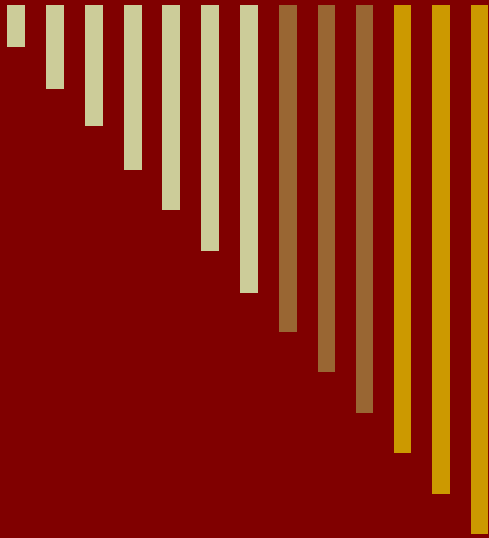
[Batch Control Request Form](#) (order blank forms)

GED Staff and Center Forms

[Staff Appointment Forms \(L-10\)](#)

[Center Address Change Form \(L-20\)](#)

User Name: guest Password: doeged



Food for Thought!

**Coming Attractions:
Disabilities Accommodations**

L-10



51424

☐ Check this box if you are resubmitting this staff appointment request

L-10 Testing Center Staff Appointment

Dedicated FAX number for this form: (202) 464-4853

GED Testing Service
of the American Council on Education
One Dupont Circle, NW, Suite 250
Washington, DC 20036
(202) 939-9490

Examiner Information

Date: / /
mm dd yyyy

GEDTS Use Only - Date Received: / /
mm dd yyyy

I recommend that ☐ Mrs. ☐ Ms. ☐ Mr. ☐ Dr.

Last Name:

First Name:

Be authorized to serve as (check one): ☐ Chief Examiner / TCO ☐ Examiner / ALTCO

at the following Official GED Testing Center

Center ID Number:

Center Name:

Address:

City:

State/Province/Territory:

Zip/Postal Code:

Email:

Phone Number: () -

FAX Number: () -

Reason for Request

☐ The candidate is replacing:

☐ The candidate is an addition to current staff

The candidate meets or exceeds the qualifications necessary to perform the duties as outlined in the 2005 GED Examiner's Manual and meets jurisdictional requirements.

☐ Holds Bachelor's degree OR

☐ if Examiner holds Associates's degree or higher, must have three years experience in testing, teaching, training or counseling

☐ Is not involved in instruction or preparation for the GED Tests

☐ In-service training of the new staff member has been completed. Training Date: / /
mm dd yyyy

Name of Trainer: Title:

☐ In-service training of the new staff member has been scheduled. Scheduled Training Date: / /
mm dd yyyy

Name of Trainer: Title:

GED Administrator

This appointment has been approved and he/she has signed the Test Security Memo. The original is held on file in my office.

Signature of GED Administrator

Jurisdiction



L-20



5638

L-20 Official GED Testing Center Address Change

Dedicated FAX number for this form: (202) 464-4853

GED Testing Service
of the American Council on Education
One Dupont Circle, NW, Suite 250
Washington, DC 20036
(202) 939-9490

Official GED Testing Center Information

Request Date: / /
mm dd yyyy

Change: ☐ Shipping Address ☐ Billing Address ☐ Both

10 Digit Center ID Number: _____

Official GED Testing Center Name: _____

Shipping Address (please type or print)

Current Shipping Address: _____

City: _____ State/Province/Territory: _____ Zip/Postal Code: _____

Phone Number: () - FAX Number: () -

E-mail: _____

New Shipping Address: _____

City: _____ State/Province/Territory: _____ Zip/Postal Code: _____

Phone Number: () - FAX Number: () -

E-mail: _____

Billing Address (please type or print)

Current Billing Address: _____

City: _____ State/Province/Territory: _____ Zip/Postal Code: _____

Phone Number: () - FAX Number: () -

E-mail: _____

New Billing Address: _____

City: _____ State/Province/Territory: _____ Zip/Postal Code: _____

Phone Number: () - FAX Number: () -

E-mail: _____

GED Administrator

The new location meets or exceeds the necessary qualifications as outlined in the 2002 Series GED Examiner's Manual.

Signature of GED Administrator _____

Jurisdiction _____

L-21

Testing Center ID:
Name of Examiner Who Inventoried Materials (print):
Month:

[illegible]

Topic Letter	Format	Serial #	Date	Initials of Examiner
			__/__/__	
			__/__/__	
			__/__/__	
			__/__/__	
			__/__/__	



Testing Center Number:

Test Batteries

Essay Topic Packets



L-26



63145

L-26 Request for Overnight Storage of Restricted GED Test Material

Dedicated FAX number for this form: (202) 464-4853

GED Testing Service
of the American Council on Education
One Dupont Circle, NW, Suite 250
Washington, DC 20036
(202) 939-9490

Test Center, Addendum and Storage Information

10-Digit Center ID Number: _____

Date: ____/____/____
mm dd yyyy

Chief Examiner Name: _____

Address of Testing Center making request: _____

Address of Addendum: _____

Address where restricted GED Test materials will be stored overnight: _____

("Restricted GED Test Materials may not be stored at the addendum site," GED Examiner's Manual Section 9)

Distance between Testing Center and Addendum Site: _____

Testing Schedule

Start Time (hh:mm am/pm): _____

End Time (hh:mm am/pm): _____

How often per month? _____

Number of candidates tested each year: _____

Does storage file have a locking bar? ☐ Yes ☐ No

If storage is safe, does it have dual locks? ☐ Yes ☐ No

Who has keys or combination?

Name and Title: _____

Name and Title: _____

Will storage of tests be limited to three or fewer nights per trip? ☐ Yes ☐ No

Describe storage area in detail: _____

☐ Check here if you are attaching additional sheets

Will the tests and restricted materials be transported from storage to the testing room in a locked container?

☐ Yes ☐ No

Who will be the examiner? _____

("Under no circumstances may personnel at the addendum site administer the GED Tests," GED Examiner's Manual Section 9)

Administrator Use Only

I have visited and inspected the storage facility that will be used and certify that it will provide secure overnight storage for the restricted materials. I further certify that the storage facility complies with the requirements outlined in the GED Examiner's Manual.

Signature of GED Administrator _____

____/____/____
Date

Jurisdiction

